



STATE OF TENNESSEE  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DIVISION OF MENTAL RETARDATION SERVICES  
ANDREW JACKSON BUILDING, 15<sup>th</sup> FLOOR  
500 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243

**MEMORANDUM**

**To:** All Providers  
**From:** Stephen H. Norris  
Deputy Commissioner *[Signature]*  
**Date:** February 28, 2005  
**Subject:** Sensitivity /Workplace Ethics Training

All staff are required to attend the new training requirement, "Sensitivity /Workplace Ethics Training," within 60 days of employment. In an effort to help with meeting this requirement, train-the-trainer sessions for this training have been held by the Regional Training Coordinators for approximately the past six months.

As of March 15, 2005, all new staff must complete "Sensitivity /Workplace Ethics Training," within 60 days of employment. All current/tenured staff should be trained by September 15, 2005. Also, annual refresher training for this course is required.

Please review the training schedule on the website [www.state.tn.us/dmrs](http://www.state.tn.us/dmrs) or contact the Regional Training Coordinator for specific dates and times for training.

If you have any further questions or concerns, please contact Kimberly Dean at (615) 741-7275.

SHN:kd

cc: CO Directors  
Regional QA Directors  
Regional Training Coordinators  
Regional Operations Directors  
Regional Directors